

12 January 2015

**ATTENTION ALL SERVICE PROVIDERS – TRAVEL,  
ACCOMMODATION AND CONFERENCING SERVICE PROVIDERS**

**RE: REQUEST FOR APPLICATIONS FROM SPECIFIC SERVICE PROVIDERS TO APPLY TO SOUTH AFRICAN BOARD FOR SHERIFFS TO BE APPOINTED TO RENDER THE SPECIFIC SERVICE REQUIRED – SABFS00002/2015**

**1. Background**

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status and the improvement of the standard of training of and functions performed by sheriffs.

The core objectives of the SABFS are to:

- Liaise with the Sheriffs and relevant Stakeholders;
- To monitor the conduct of Sheriffs;
- Promote the Sheriffs Profession;
- To set standards for the Sheriffs Profession; and
- To provide overall Policy directives.

**2. Objectives**

The SABFS wishes to appoint a Travel and Accommodation company that will operate nationally and that will be used for the arrangement of transport on land and air, accommodation and conferencing needs of its Board Members, Stakeholders, Management and Staff.

Please note that our preferred Service Provider for air travel is South African Airways (“SAA”).

### 3. Services required

The SABFS requires a suitable Travel and Accommodation Service Providers specialising in arranging travel, accommodation and/or venue hire of a corporate standard to the South African Board for Sheriffs to provide the mentioned services by including the following:

- 3.1 The ownership and key staff should have a qualified travel and tourism certificate;
- 3.2 The account manager should meet once a month with SABFS staff who are responsible for travel arrangements so that regular feedback can take place and the service can be amended and improved timeously to ensure that the Board members, executive manager and all other SABFS related parties travel can be made a comfortable experience;
- 3.3 The account manager and staff responsible for arranging the specific service request is completely familiar with the needs and the requests submitted;
- 3.4 The account manager needs to ensure that all means of communication is available to avoid any confusion when travel arrangements needs to be made, cancelled or amended;
- 3.5 The successful service provider is required to provide a list of other service providers with whom it networks to ensure that it has access to other service providers to avoid any limitations in delivering the service expected;
- 3.6 The service provider needs to be aware that should the SABFS be unsatisfied with the service being delivered after five complaints, the SABFS may have the right to cancel the service with immediate effect; and
- 3.7 The service provider needs to consider the catering needs, when requested, for a specific venue requested.

In addition to the above each service provider is allowed to include in their proposal some value added services and include a detailed brochure of the service providers company.

### 4. Registration Requirement

In respect of your application, it is compulsory to submit the following documents:

- 4.1 Cover Letter;
- 4.2 Detailed Company Profile and methodology of performing the service including a detailed budget with time-frames and discounted rates, detailed costing proposal and a detailed service level agreement;
- 4.3 **Annexure A** attached is compulsory to be completed in detail and the instructions on the annexure should be strictly adhered to;
- 4.4 Certified copies of all relevant qualifications and training, detailed CV and identity documents for the staff assigned to the SABFS for the project;
- 4.5 List of five referees from clients previously consulted, not older than 12 months, along with the contact person and contact details;

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- 4.6 All submissions must be accompanied by all supporting documents on the specified closing date and time;
  - 4.7 Service Providers who qualifies to be short listed during the adjudication process, may be required to do a presentation relating to its service and bring along three staff members to be used to perform the services required; and
  - 4.8 Valid Tax Clearance and BEE status Certificates to be submitted in the name of the applicants Company.
5. All enquiries relating to the tender must only be communicated in writing by no later than 10h00 on the 28 January 2015. All written communication must be sent to the following email address only [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), Subject Heading: SABFS:00002/2015 Travel, Accommodation and Venue Hire providers. All Applicants are strictly forbidden to communicate with the Office of the Sheriffs Board on this matter other than through the required communication channels as stipulated in this bidding document; and
6. Each applicant is required to submit 1 original copy plus 4 copies of the tender submission in a sealed envelope addressed to:

**Reference: SABFS00002/2015**  
 South African Board for Sheriffs  
 Attention: Ms Celesti Fortuin  
 88 Loop Street  
 Cape Town  
 8000

- The SABFS is not obliged to accept any applicants and has the right to withdraw and or amend tender specifications at its sole discretion.

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